



Office of the Deputy Mayor for Education
Request for Qualifications

Leasing of Public School Facilities and Property to D.C. Public Charter Schools

Issue Date:
March 17, 2008

Closing Date:
April 4, 2008



Office of the Deputy Mayor for Education
Request for Qualifications

Leasing of Public School Facilities and Property to
D.C. Public Charter Schools

Issue Date: March 17, 2008

Closing Date and Time: April 4, 2008 at 5 PM

Submission Options and Information:

- A. **Three (3)** complete hard copies of each Response must be received before 5 PM on 4/4/08 at the following location:

Office of the Deputy Mayor for Education
Attn: Claudia Luján
District of Columbia Government
1350 Pennsylvania Avenue, NW, Suite 303
Washington, DC 20004

OR

- B. If electronic delivery is the delivery method selected, **one complete electronic Response** must be received before 5 PM on 4/4/08 at the following email address:

Claudia.Lujan@dc.gov
Subject: RFQ Response

Contact Person: Claudia Luján
Office of the Deputy Mayor for Education
(202) 727-0696 – Direct Line
Claudia.Lujan@dc.gov

1. Overview of the Request

The Office of the Deputy Mayor for Education (ODME) is the lead office in setting policy and coordinating the planning for utilizing and/or disposing of public education facilities in the District of Columbia. It is the priority of the ODME to use Public Education Facilities for public schools (DCPS, charter, community college or university), educational support (such as adult education, including adult literacy; early childhood education; speciality educational programs, including art or music programs; workforce development; health and family support service providers), co-located non-educational uses that benefit the community (such as community center/recreation space, housing, retail, commercial), and District of Columbia agency use.

The purpose the Request for Qualifications (RFQ) process is to help ensure that the District of Columbia's public inventory of school buildings is used by qualified service providers whose mission contributes to the betterment of the District of Columbia and its residents.

Subsequent to the review of the RFQ Responses, Qualified Respondents may be eligible to respond to a Solicitation of Offers or enter into a lease or contract with the District of Columbia for use of a Public Education Facility.

2. Request for Qualifications Definitions

Throughout this Request for Qualifications, the following definitions will be used:

- a) "Public Education Facility" and "School Building" refer to DCPS school buildings and grounds, or part thereof, that have been determined by the Mayor not to be used as or for a DCPS school.
- b) "Qualified Respondent" means a Respondent possessing the qualifications described in this RFQ and approved by the Qualifications Review Committee;
- c) "Respondent" means the charter school that submits, or intends to submit, a Response;
- d) "Response" means a statement of qualifications submitted in reply to this RFQ;
- e) "RFQ" means the process described in this Request for Qualifications; and
- f) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of this RFQ.

3. Request for Qualifications

3.1 Inquiries

All inquiries related to this RFQ are to be directed, in writing, to the contact person at the mailing address or email on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon.

3.2 Closing Date

Three (3) complete hard copies of each Response must be received before **5 PM on 4/4/08** at the address on the front cover of this RFQ (the "Submission Location"). **Responses will be accepted and reviewed on a rolling basis up to the closing date.** Responses will not be accepted if sent by facsimile. Responses and their envelopes must be clearly marked with the name and address of the Respondent and must reference this RFQ.

If Respondent chooses to submit Responses electronically via e-mail the subject line should reference the RFQ. **One (1)** complete electronic Response must be received before **5 PM on 4/4/08**. **Responses will be accepted and reviewed on a rolling basis up to the closing date.**

Respondents must choose **one delivery method only** and must submit a Response **either** in hard copy format **or** electronically.

3.3 Late Responses

Responses will be marked with their receipt time at the Submission Location. Only complete Responses received before closing time will be considered to have been received on time. The Response receipt time, as recorded at the Submission Location for Responses, will be final in the event of a dispute.

3.4 Qualifications Review Committee

Review of Responses will be by a committee formed by the ODME and will include representatives from the District of Columbia Public Schools, the Office of Property Management, and the Office of the State Superintendent for Education.

3.5 Review and Selection

The Qualifications Review Committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the

mandatory criteria will then be assessed and compared against the desirable criteria.

3.6 Estimated Timeframe

The following timetable outlines the anticipated schedule for the RFQ process. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by the ODME, in its sole discretion.

| Event | Anticipated Date |
|---|-----------------------|
| Request for Qualifications closing date | 4/4/08 |
| Announcement of Qualified Respondents | No later than 4/14/08 |

3.7 Respondent Authorization for Responses

A Response must include a cover letter substantially similar to the cover letter set out in Appendix A, and the cover letter must be signed by the Chairperson of the Board of Trustees, or member authorized on behalf of the Respondent to bind the Respondent to statements made in the Response to this RFQ.

If the Response is submitted electronically, the Response must be submitted by the Chairperson of the Board of Trustees, or authorized member, on behalf of the Respondent. The e-mail will be deemed the Respondent's signature to bind the Respondent to statements made in the Response to this RFQ.

3.8 Respondent Modification to a Response

The Respondent will not be permitted to revise its Response after the closing date and time specified on the front cover of this RFQ unless requested by the District as provided in Section 3.11 and 3.12.

3.9 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response.

3.10 Acceptance of Responses

This RFQ is not an agreement to enter into a lease or other contract with any Qualified Respondent. Responses will be assessed in light of the qualifications review criteria for the purpose of determining a Respondent's qualification for receipt of a subsequent Solicitation for a Public Education Facility, if issued. A Respondent who is deemed

unqualified by the Qualifications Review Committee may request, in writing to ODME, a written explanation for the basis on which it has been deemed unqualified.

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a lease or contract nor give the Respondent any legal or equitable rights or privileges relative to the requirements set out in this RFQ or any subsequent Solicitation.

3.11 Modification of Terms

The District reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without issuing a Solicitation and the right to cancel the Solicitation at any time without entering into a lease or contract.

3.12 Additional Information on the RFQ

Any additional information regarding this RFQ, including changes made to this document, will be posted on the ODME's District of Columbia Government Website (<http://dme.dc.gov>). It is the sole responsibility of the Respondent to check for amendments and additional information on the website; the District shall have no duty to provide direct notice to Respondents.

3.12 Ownership and Use of Responses

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected.

3.13 Confidentiality

Submissions and all other information submitted in response to this RFQ are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category. An example of an exemption category is "trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained."

If a Respondent provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Respondent shall include the following legend on the title page of the submission:

THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

In addition, on each page that contains information that the Respondent believes is exempt from mandatory disclosure under FOIA, the Respondent shall include the following separate legend:

THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT

On each such page, the Respondent shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

Although ODME will generally endeavour not to disclose information designated by the Respondent as exempt information, ODME will independently determine whether the information designated by the Respondent is exempt from mandatory disclosure.

4. Qualifications Review Criteria

4.1 Mandatory Criteria

The following are mandatory requirements. A Response not clearly demonstrating that it meets the mandatory criteria will receive no further consideration during the qualifications review process. Respondents shall respond to the mandatory criteria provided below to the best of the Respondent's good faith ability, providing any relevant documentation where appropriate.

| Criteria | |
|----------|---|
| a) | The Respondent must not be in restructuring status. |
| b) | Respondent must submit copy of approved charter and any pending application for charter amendments. |
| c) | Respondent must demonstrate that it has five (5) years successful experience with the development and management of educational facilities. Respondent may submit documentation regarding prior undertakings or relevant experience on the part of its senior staff, Board of Trustees or committed business partners to demonstrate such experience. |

| | |
|----|---|
| d) | <p>Respondent must demonstrate that it is in full compliance with its charter agreement, including but not limited to:</p> <ul style="list-style-type: none"> • Respondent must demonstrate a history of receiving satisfactory financial reviews from its charter authorizer. • Respondent must demonstrate a history of timely filing all annual and financial reports required to be filed by the Respondent with its charter authorizer. • Respondent must demonstrate a history of satisfactory financial audits, including no material weaknesses. |
| e) | Response must comply with sections 3.2 and 3.7 of this RFQ. |

4.2 Desirable Criteria

Responses meeting all mandatory requirements will be further assessed against the following desirable criteria.

| Criteria |
|--|
| a) A demonstrated history of meeting the targets established in the Respondent's charter agreement and any other accountability plan filed with its charter authorizer, including progress made towards missed targets in the school year immediately preceding the RFQ. |
| b) A demonstrated history of making AYP, including making AYP in the school year immediately preceding the RFQ. Responses should also include any progress being made towards AYP. |
| c) A re-enrollment rate for the previous school year that is greater than or equal to the median re-enrollment rate for all D.C. public charter schools in the same year. |
| d) A history of meeting enrollment targets in the Respondent's accountability plan, including meeting its enrollment target in the school year immediately preceding the RFQ. |
| e) A demonstrated history, if available, of academic achievement as measured by Average School-Wide Gains, as reported by its authorizer, on state-wide testing, with no average gains less than zero. |
| f) A demonstrated history of academic performance, with ratings of satisfactory or above in all areas, as documented in the school's |

| |
|--|
| most recent Program Development Review. |
| g) For high schools, a demonstrated history of a graduation rate greater than 75%. |

Appendix A – Response Cover Letter

Letterhead or Respondent's name and address

Date:

Office of the Deputy Mayor for Education
Government of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 303
Washington, DC 20004

Attention: Claudia Luján

Subject: **Leasing Public School Facilities and Property to D.C. Public Charter
Schools - Request for Qualifications**

The enclosed Response is submitted in response to the Office of the Deputy Mayor for Education's Request for Qualifications.

We have carefully read the Request for Qualifications and have prepared the attached Response. I am authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name: _____

Title: _____

School/Organization: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Date: _____